



# ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 11, no. 14

GP 3.16/3-2:11/14

June 30, 1990

Dear Depository Librarian:

The Library Programs Service (LPS) has just been apprised by the U.S. Geological Survey (USGS) that one of its Water-Resources Investigations, Hydrogeology and Water Quality Near a Solid- and Hazardous-Waste Landfill, Northwood, Ohio by Jeffrey T. De Roche and others, contained technical errors. This publication, supplied by USGS, has been distributed twice by LPS to depository libraries. Neither version is correct. The issuing agency will provide the negatives of the corrected version to GPO so that copies can be printed for depository distribution.

Descriptive information on the first erroneous version:

Title: Hydrogeology and Water Quality Near a Solid- and Hazardous-Waste Landfill, Northwood, Ohio

Shipping list number: 89-0251-P

Shipping list date: April 27, 1989

Item number: 0624-B

SuDoc number: I 19.42/4:89-4093

Descriptive information on the second erroneous version:

Title: Hydrogeology and Water Quality Near a Solid- and Hazardous-Waste Landfill, Northwood, Ohio

Shipping list number: 89-0408-P

Shipping list date: July 12, 1989

Item number: 0624-B

SuDoc number: I 19.42/4:88-4093

I am requesting that you immediately withdraw these two publications and destroy them by any means that will prevent disclosure of the erroneous contents. Both LPS and USGS regret any inconvenience resulting from the shipment of these faulty publications.

Sincerely,

DONALD E. FOSSEDAL  
Superintendent of Documents

## Alkaline Paper Survey

### Your Opportunity to Recommend the Categories of Documents To be Printed on Long-Lasting Paper!

Administrative Notes, v. 11, no. 12, contains on pages 2-5 an article on alkaline paper in government documents. As noted in the article, the Joint Committee on Printing (JCP) and the GPO are preparing to issue guidelines on printing Federal documents on alkaline paper. Publications printed on alkaline paper tend to have a much longer shelf life than publications printed on acid paper. In order to identify which categories of documents are essential for long-term retention, GPO is surveying depository libraries on this important question.

The survey covers the seventeen categories of documents identified in the Guidelines for the Provision of Government Publications for Depository Library Distribution, Appendix C. (The complete document will be published in Administrative Notes at a later date.) Please review these categories, which appear on the next pages. Then mark the boxes on the survey form on page 9 for those categories which are essential for long-term retention.

Fill in the respondent's name and address. Then fold the form along the indicated lines, seal with tape (no staples, please!), and mail back to GPO, making sure the address side is displayed. Only one response per library, please.

**Deadline: July 20, 1990.**

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## Appendix II<sup>1</sup>

### Types of Publications Included in the Depository Library Program

**Purpose:** This appendix describes 17 types of publications for inclusion in the Depository Library Program, and provides examples of each type. They are considered to be of "public interest" and/or "educational value" insofar as members of the general public (individuals, governments, private and public institutions and organizations) have, or could express a need for, or interest in, the information for research, instructional, informational, scholarly, or compliance purposes.

1. **Public Notices, Information Memos, News (Press) Releases, Bulletins, and Newsletters** published on a recurring basis.

**Examples:**

Crime Statistics. Justice Department

Crop Yields. Department of Agriculture

Consumer Price Index. Department of Labor, Bureau of Labor Statistics

ICRDB Cancergram. Department of Health and Human Services, National Cancer Institute

Export Briefs. Department of Agriculture, Foreign Agriculture Service

2. **Handbooks, Manuals, Guides, including Technical, Procedural, Administrative and Training publications.**

**Examples:**

A Guide for Emergency Highway Traffic Regulation. Department of Transportation, Federal Highway Administration

Protection in the Nuclear Age. Federal Emergency Management Administration

A Guide to Bone Marrow Transplant. Veterans Administration, Bone Marrow Transplant Unit, Seattle, WA

Patent and Trademark Office Manual of Classification. Department of Commerce, Patent & Trademark Office

Social Security Handbook. Department of Health and Human Services, Social Security Administration

<sup>1</sup> Guidelines for the Provision of Government Publications for Depository Library Distribution.



3. **Circulars** that are advisory in nature, warning the public or segments of the public about dangers, proper conditions for safety, etc.

**Example:**

Advisory Circular. Utility Airports Air Access to National Transportation.  
Department of Transportation, Federal Aviation Administration

4. **Directories** that list staff, office and agency locations, services, etc.

**Examples:**

Employees of Diplomatic Missions. Department of State  
Directory of Services. Executive Office, United States Attorneys.  
National Register of Historic Places. Department of Interior, National Park Service  
United States House of Representatives Telephone Directory. U.S. House of Representatives

5. **Proceedings** of symposia, public meetings, workshops, conferences, hearings, etc.

**Examples:**

Proceedings of the Creativity and Innovation in Bureaucracy Symposium. National Defense University  
Proceedings of the Ocean Drilling Program, Part A, Initial Reports. National Science Foundation

6. **Forms** including surveys, applications for services, grants, admission to programs, jobs, etc.

**Examples:**

Department of Health & Human Services CS11 Surveillance Systems. Follow-up Form B. Department of Health & Human Services, Centers for Disease Control  
Application Booklet. Law Student Program. Part-Time/Volunteer/Work Study Intern. Department of Justice  
Comprehensive Outpatient Rehabilitation Facility Survey Report Form. Department of Health & Human Services  
Map of Mining Claims. Department of Interior, Bureau of Mines

7. **Maps, Atlases, Charts** (geographical, topographical, climatological, nautical, economic, etc.)

**Examples:**

Reconnaissance Maps to Assist in Identifying Alluvial Valley Floors, West Central & Northwestern Colorado. Department of Interior, Office of Surface Mining, Reclamation and Enforcement  
Bridger-Teton National Forest Travel Plan. Department of Agriculture, Forest Service  
Antarctic Region-Selected Year Round Research Station. Department of Defense, Defense Mapping Agency  
Cumberland River Navigation Chart. Department of Defense, Army Corps of Engineers

8. **Posters** (lithographs, photographs, pictures, etc.)

**Examples:**

How to Prepare Your Express Mail. United States Postal Service  
There Was a Time When People Only Shot Pictures. Department of Interior, National Park Service  
Censo del Condado de Los Angeles Central de 1986. Acepte un Empleo Temporal que Cuenta. Department of Commerce

9. **Catalogs**, bibliographies, abstracts, and indexes which identify and describe publications, educational courses, activities, events, etc.)

**Examples:**

Student Intern Programs. Department of State  
Glen Echo Park--Fall Classes & Events. Department of Interior, National Park Service  
Emergency Management Institute. Federal Emergency Management Administration  
Census Catalog & Guide 1989. Department of Commerce, Census Bureau  
Monthly Catalog of U.S. Government Publications. U.S. Government Printing Office

10. **Reports**, including one-time and recurring reports, which generally describe the status of organizations and/or results of research, investigations, studies, surveys, etc. All versions of a report (draft, preliminary, interim, final) unless they are preliminary versions which are intended for internal agency review and/or not to be circulated outside of the Federal Government.

**Examples:**

Peru Post Report. Department of State  
Fermilab Report. Fermi National Acceleration Laboratory Monthly Report.  
Department of Energy  
Federal Judicial Center - Staff Paper, The Caseload Experiences of District Courts  
from 1972 to 1983: A Preliminary Analysis. Federal Judicial Center  
GAO Reports. Comptroller General  
Military Sealift Command--Annual Report. United States Navy  
Habitat Suitability Index Models: Grater Sandhill Crane. Biological Report 82 (10)  
August 1985. Department of Interior, Fish & Wildlife Service

**11. Journals, Periodicals, Newspapers (published on a periodic basis, more substantial than newsletters and bulletins).**

**Examples:**

Humanities. National Endowment for the Humanities  
Business America. Department of Commerce  
Monthly Labor Review. Department of Labor, Bureau of Labor Statistics

**12. Environmental Impact Statements and Assessments (draft and final). Draft statements are very important since they are issued to obtain public comment.**

**Examples:**

Draft Willow Creek Interdisciplinary Watershed Activity Plan. Environmental Assessment. Department of Interior, Bureau of Land Management, Lewistown District Office  
Draft Environmental Impact Statement. Shoshone National Park. Department of Agriculture, Forest Service  
Toxic Release Inventory in CD-ROM. Environmental Protection Agency

**13. Legal Materials, including Laws, Decisions issued by regulatory agencies, Courts, Inspectors General, etc., Legal Opinions, Regulations and Rules, Legislative Histories, and Treaties and International Agreements.**

**Examples:**

United States Code. U.S. Congress  
Statutes at Large. National Archives, Federal Register Office  
Digest of Unpublished Decisions of the Comptroller General. General Accounting Office



FIRMR - Federal Information Resources Management Regulations. General Services Administration, Office of Information Resource Management  
Congressional Record in CD-ROM. U.S. Congress  
Treaties In Force. State Department

14. Flyers, Brochures, Booklets, Pamphlets designed to explain Government services and activities to the public.

**Examples:**

Your Right to Question the Decision Made on Your SSI Claim. Department of Health & Human Services, Social Security Administration  
Telecommunications Devices for the Deaf: A Guide to Selecting, Ordering and Installation. U.S. Architectural and Transportation Barriers Compliance Board  
Information About Treasury Notes and Bonds Sold at Original Issue. PD 800-a. Department of Treasury  
Small Business Profits Through Marketing. Small Business Administration  
Tread Lightly in Idaho. Department of Interior, Forest Service

15. Statistics (Publications of any nature that report statistics)

**Examples:**

County and City Data Book in CD-ROM. Department of Commerce, Census Bureau  
Weekly Weather & Crop Bulletin. Department of Agriculture, Statistical Reporting Service and Department of Commerce, National Oceanic & Atmospheric Administration  
Turkey Hatchery. Department of Agriculture, Statistical Reporting Service  
Inorganic Chemicals. Current Industrial Reports. Department of Commerce, Census Bureau  
Area Wage Survey. Albany, GA. Department of Labor, Bureau of Labor Statistics  
County Business Patterns in CD-ROM. Department of Commerce, Census Bureau

16. Marketing, Promotional Flyers & Pamphlets

**Examples:**

Planning a Trip, Vacation, Relocation. Department of Commerce, National Climatic Center  
U.S. Government Books. U.S. Government Printing Office  
New Books. U.S. Government Printing Office

17. **Monographs** (substantial publications complete in one part or a finite number of parts)

**Examples:**

Understanding United States Foreign Trade Data. Department of Commerce  
The New Human Genetics. Department of Health and Human Services, National  
Institute of Medical Services  
Mapping & Research in the Exclusive Economic Zone. Department of Interior,  
U.S. Geological Survey  
Understanding Taxes, a multi-media kit. Department of the Treasury, Internal  
Revenue Service

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## Alkaline Paper Survey

Mark the box for each category of documents that, in your library, are **essential** for long-term retention based on observed use patterns. Categories which a majority of respondents have selected will be considered for printing on alkaline paper.

- |  |   |
|--|---|
| <input type="checkbox"/> 1. Public Notices, Information Memos,<br>News (Press) Releases, Bulletins,<br>Newsletters | <input type="checkbox"/> 10. Reports  |
| <input type="checkbox"/> 2. Handbooks, Manuals, Guides   | <input type="checkbox"/> 11. Journals, Periodicals, Newspapers                  |
| <input type="checkbox"/> 3. Circulars  | <input type="checkbox"/> 12. Environmental Impact Statements and<br>Assessments |
| <input type="checkbox"/> 4. Directories  | <input type="checkbox"/> 13. Legal Materials                                    |
| <input type="checkbox"/> 5. Proceedings  | <input type="checkbox"/> 14. Flyers, Brochures, Booklets, Pamphlets             |
| <input type="checkbox"/> 6. Forms  | <input type="checkbox"/> 15. Statistics   |
| <input type="checkbox"/> 7. Maps, Atlases, Charts  | <input type="checkbox"/> 16. Marketing and Promotional Flyers<br>& Pamphlets    |
| <input type="checkbox"/> 8. Posters  | <input type="checkbox"/> 17. Monographs   |
| <input type="checkbox"/> 9. Catalogs, Bibliographies, Abstracts,<br>Indexes  |   |

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Depository Library No.: \_\_\_\_\_

Respondent's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

fold 1

United States  
Government  
Printing Office

SUPERINTENDENT  
OF DOCUMENTS  
Washington, D.C. 20402

Postage and Fees Paid  
U.S. Government Printing Office  
377

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OFFICIAL BUSINESS  
Penalty for private use, \$300

**Alkaline Paper Survey  
Library Programs Service, SLL  
U.S. Government Printing Office  
Washington, D.C. 20401**

fold 2



## Superseded Documents Committee Established

A Superseded Documents Committee composed of documents librarians and the Chief of the Depository Services Staff has been established to carry out several important functions. First, the committee will review the criteria for determining that materials disseminated through the Depository Library Program have been superseded. A second task is to suggest revisions to Chapter 10, Part G of the Instructions to Depository Libraries. Third, the committee will also suggest revisions to Appendix C of the Instructions. And fourth, it will recommend a method of periodically updating Appendix C.

Committee members are listed on the following page. Please contact them if you have any questions or comments on this important work.

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**Members**  
**Superseded Documents Committee**

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## Remodeling?

### The Depository Collection Must Still be Accessible to the Public!

Any libraries contemplating asbestos removal projects or other temporary situations that would involve curtailing service to federal depository collections must develop a strategy for ensuring that the general public continues to have access to government information.

Before beginning such a project, the library must prepare a contingency plan for depository operations. The library should then submit a copy of that plan to the Depository Services Staff at LPS and to the Regional Library. The plan should include beginning and ending dates, the extent of curtailment of service, the alternative strategies to be employed to fulfill information requests, and techniques for notifying the public.

Any questions concerning this plan should be directed to the Chief, Depository Services Staff, at (202) 275-1119.

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**Bringing  
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